



October 26, 2015

KANSAS BULLETIN NO. KS120-16-2

SUBJECT: ADS—Vehicle Inspections

Action required by: November 27, 2015 (Field Offices [FOs])
November 30, 2015 (Area/State Offices [AO/SO]
and Plant Materials Center [PMC])

Purpose. To provide guidance on vehicle inspections

Expiration Date. September 30, 2017

The Agriculture Property Management Regulations outlines the minimum replacement standards for replacement of passenger vehicles and trucks. Natural Resources Conservation Service (NRCS) passenger vehicles and trucks may be driven as long as they remain safe and reliable.

In order to assist in determining the condition of the vehicle fleet, all NRCS vehicles must have a visual safety inspection conducted each year. The visual inspections should be conducted by someone other than the driver of the vehicle. Attached is a *Visual Safety Checklist* (Attachment 1) which will be used to complete an inspection on each vehicle.

Agriculture Property Management Regulations state that vehicles should have mechanical inspections performed by a qualified licensed mechanic if deemed necessary by the local operator. If a mechanical inspection is deemed necessary, Form NRCS-ADS-180, *Preventative Maintenance Inspection Report*, will be used to document the inspection.

There should be a fire extinguisher in each vehicle, which should be checked annually and recharged, if necessary. The extinguisher should be secured in the vehicle with a mounting bracket.

The *Visual Safety Checklist* and any additional documentation will be completed by the FO and sent to the appropriate AO by **November 27, 2015**. The PMC, AO, and SO staffs will review and forward documentation as they are completed to Loren Graff with a subject line of **ADS—Vehicle Inspections** by **November 30, 2015**.

To comply with the inspection requirements, a certification that the visual safety inspections have been completed will accompany the above documentation. Attached is a template to be used for the certification (Attachment 2).

Contact: Loren L. Graff, 785-823-4521, or loren.graff@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

Attachments

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